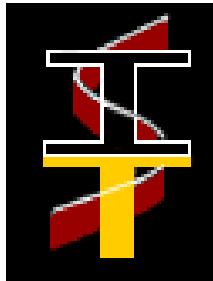


# **Dreamweaver 8**



**Information Technology Services**

---

**Copyright © 2006 Information Technology Services  
Kennesaw State University**

This document may be downloaded, printed or copied for educational use without further permission of the Information Technology Services Department (ITS), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the ITS Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the ITS Department is expressly prohibited.

---

## Dreamweaver 8

Introduction.....	4
Terms and Definitions.....	5
The Dreamweaver Environment.....	6
Define a Site.....	7
Creating a New Page.....	10
Page Properties.....	11
Background color.....	11
Default Text Settings .....	11
Formatting Text .....	12
Adding Graphics to the Web Page.....	12
Copying an Image.....	12
Inserting an Image.....	13
Saving the Web Page .....	16
Adding a link.....	17
Linking to another web page.....	18
Previewing .....	19
Adding a Browser .....	19
Publishing .....	20
Local vs. Remote view.....	20
Viewing Your Website .....	21
Reconnecting From Another Location.....	22

## Introduction

The purpose of this workshop and booklet is to help students understand the process involved with creating and publishing web pages. We will be using a web page editing program called Dreamweaver 8.

**Note:** You must have activated your NetID before you can publish a web page to the students' server, if you don't have a NetID, you can go to <http://netid.kennesaw.edu> to activate your NetID.

**Creating** - When creating and editing a web page using Dreamweaver, you are editing files that are on the computer in front of you. This computer is referred to as the **local computer**. You should create a folder on this local computer and keep all of the files related to your web site (pages, images, etc.) in this local folder. In Dreamweaver, you look at the files in your local folder with the **local view**.

**Publishing** - When you are finished with the files that make up your website, you will have to send these files to your account on the web server. This computer is referred to as the **remote computer**. The action of sending these files is called publishing to the server, FTPing the files, or uploading the files to the server. Dreamweaver calls this action "putting files to the remote server". In Dreamweaver, you look at the files on the web server with the **remote view**.

**Viewing** - After publishing your web page files to the web server, you will want to check and see if they are working properly. To view your web site, open a web browser and enter your web address in the address bar. Your web address on the students server is <http://students.kennesaw.edu/~yournetid>.

## Terms and Definitions

**Web page** – a web page is a document file just like a text file. It can be edited with Notepad or WordPad if need be. The main difference between a web page and a regular text file is that a web page is formatted with html tags. This html formatting is what you see when you switch your web page from the Design view to the Code view.

**Web site** – a web site is a collection of web pages that are usually linked together with hyperlinks.

**Hyperlink** or **Link**– a section of text or image that appears colored and/or underlined on a web page that, when clicked, will take you to another web page.

**HTML** – a text markup language consisting of tags. HTML tells the web browser how to display the content of your web page.

**Web server** – a computer or host for your web site. If you are a student at KSU and have activated your NetID <http://netid.kennesaw.edu>, you have web space on the students server <http://students.kennesaw.edu>.

**Web browser** – an application or program that is installed on your computer that allows you to view web pages on the Internet.

**Index page** – the main page of your web site. This is the first page that people will see when they visit your site. When you create the index page you must save it as **index.html**. **Note:** index.html must be spelled with all lower case letters.

**Publish** or **FTP**- when used as verbs these two words mean the same thing: to send or upload your web page or pages to your account on the web server.

**Web address** – a URL (Uniform Resource Locator) is the text you type into the address bar of your web browser to access a web page. For example: <http://www.cnn.com>. Your web address on the students server is <http://students.kennesaw.edu/~yournetID>. The “yournetID” in this address refers to your username for the student email system, WebCT, etc. **Do not** put www in this address.

## The Dreamweaver Environment

Dreamweaver is an application that helps you to create, edit, and manage web pages and web sites. Dreamweaver provides you with a WYSIWYG (what you see is what you get) editing environment. In other words, while editing your page, it looks like it will when viewed by a web browser. It also lets you easily switch over to see and edit the HTML code of your web page if you so desire. Dreamweaver also provides a publishing tool that helps you easily manage your files both locally and on your web server.

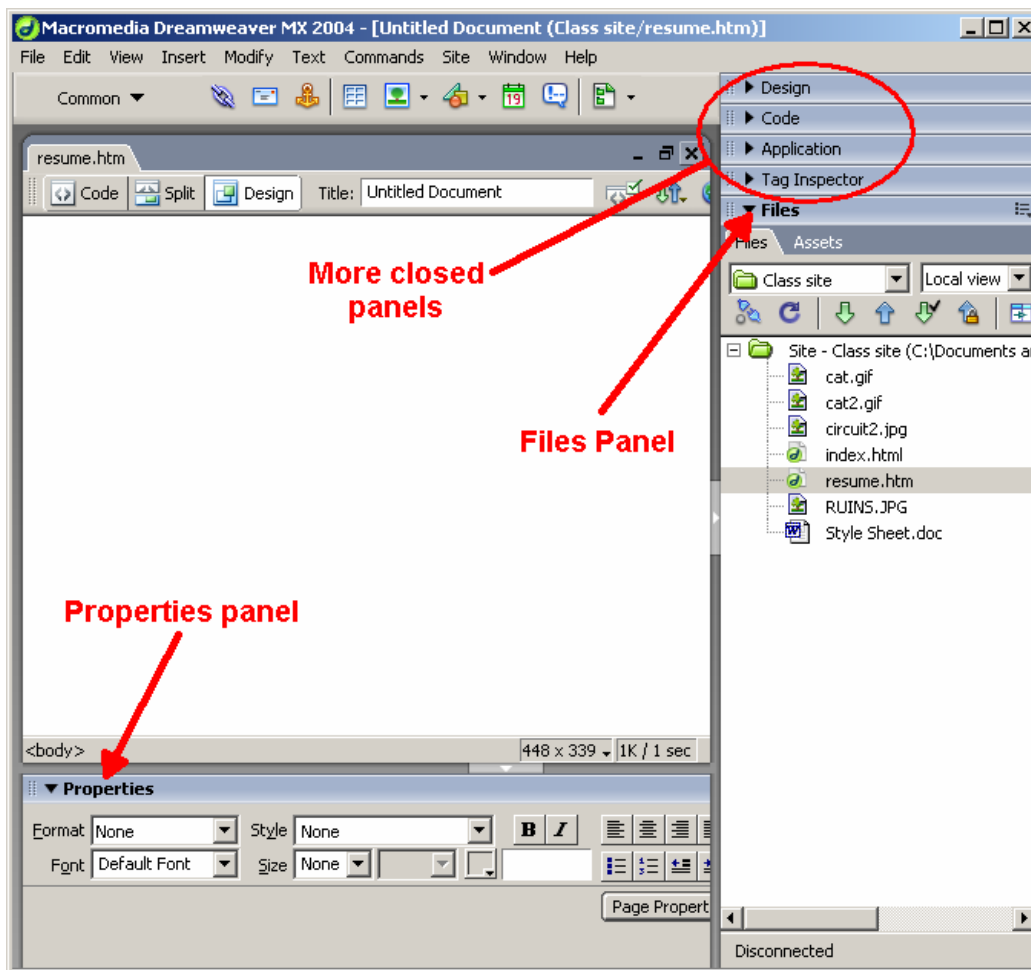
**Panels** - When you open the Dreamweaver application, one of the first things that you will notice is the panels. The panels are sections of Dreamweaver that give you different options of things that you can do to your web pages.

### To turn off the panels:

Click on the Window menu or the View menu and then Hide Panels

### To turn on the panels:

Click on the Window menu or the View menu and then Show Panels



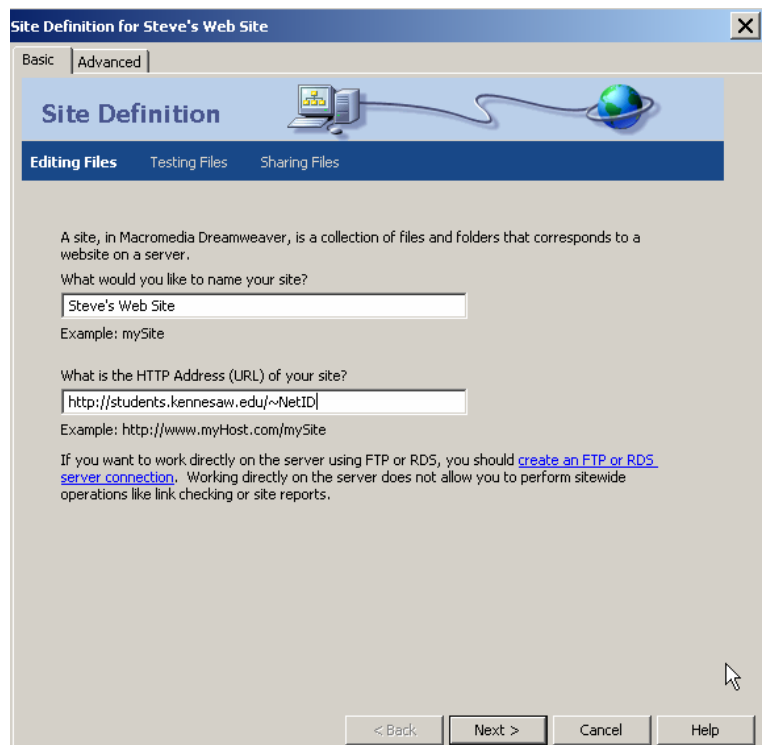
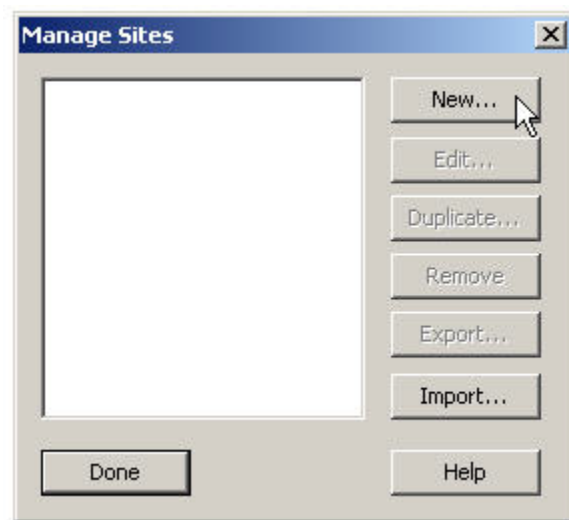
## Define a Site

Before you can publish your web pages to your web site, you must create or define a Site. A Site in Dreamweaver is a collection of files and folders (web pages, images, etc) on your personal computer, and a link to your web space on the Internet. As you create and edit your web pages, you will be working on files on this local Site. When your pages are finished and ready to be viewed on the Internet, Dreamweaver gives you the ability to **put** these files from your local Site onto your web space.

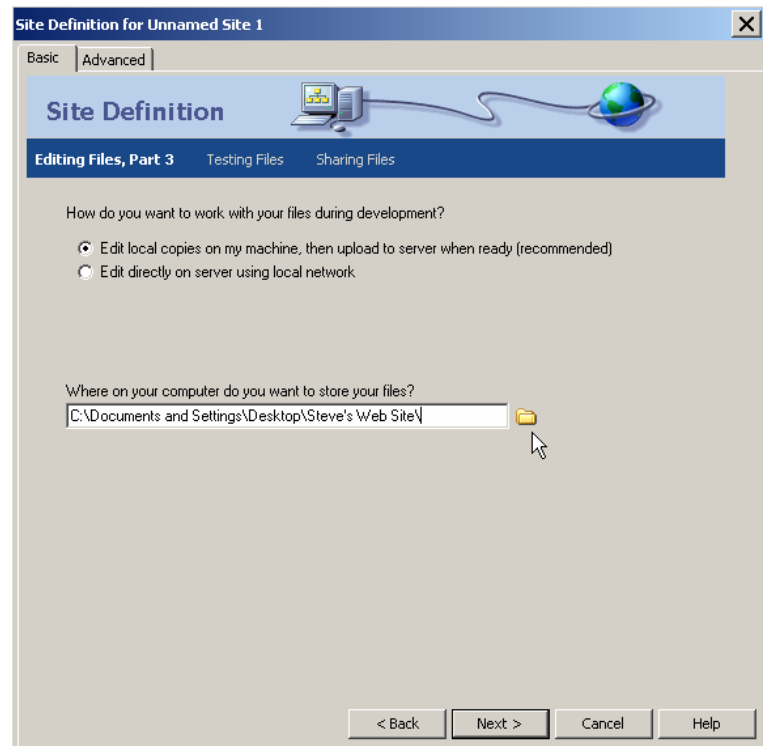
**Note:** You must create a local folder for your web pages and have access to an account on a web server before you can define a Site.

### To define a Site:

1. On the menu bar, select **Site** → **Manage Sites**. This opens the Manage Sites window which lists any sites that have already been defined.
2. Click on **New** → **Site**. This will start the Site Definition wizard.
3. Click on the Basic tab at the top of the Site Definition window.
4. Type in a name for your Site
5. Type in the **HTTP Address**, and click **Next**
6. Select the “No, I do not to use server technology” radio button, and then click **Next**.

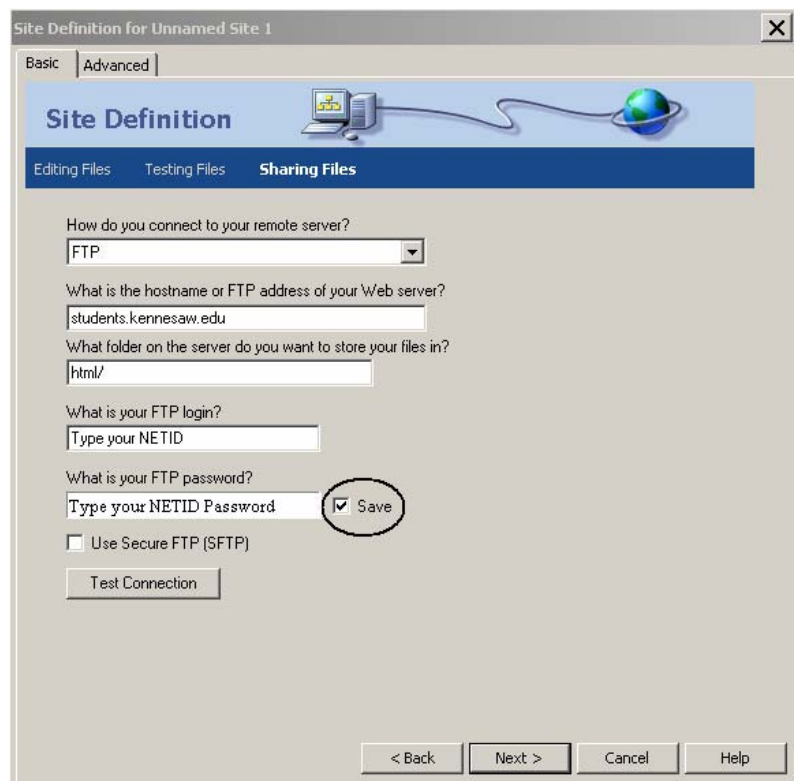


7. Select the “Edit local copies on my machine...” radio button.
8. Click on the yellow folder icon further down on the page, and choose the folder on your computer where your local files will be saved and click the **Next** button.
9. From the “How do you connect to your remote server?” drop-down window, choose **FTP**.
10. In the “hostname or FTP address” text box, enter: “**students.kennesaw.edu**”



**Faculty and staff should enter “ksuweb.kennesaw.edu” for the FTP address, and use their kusweb ID and password in the FTP login area.**

11. In the “What folder on the server...” text box, enter “**html/**”. It is important that this be exactly as shown in the picture, or else it may not work properly.
12. In the “FTP login” text box, enter your NETID.
13. In the “FTP password” text box, enter your NETID Password.
14. You can test the connection by clicking on the **Test Connection** button.
15. Uncheck the **Save** check box so that other students using the computer you are sitting at will not have access to your web space.
16. If you get a message saying that Dreamweaver connected successfully, click the **Next** button.



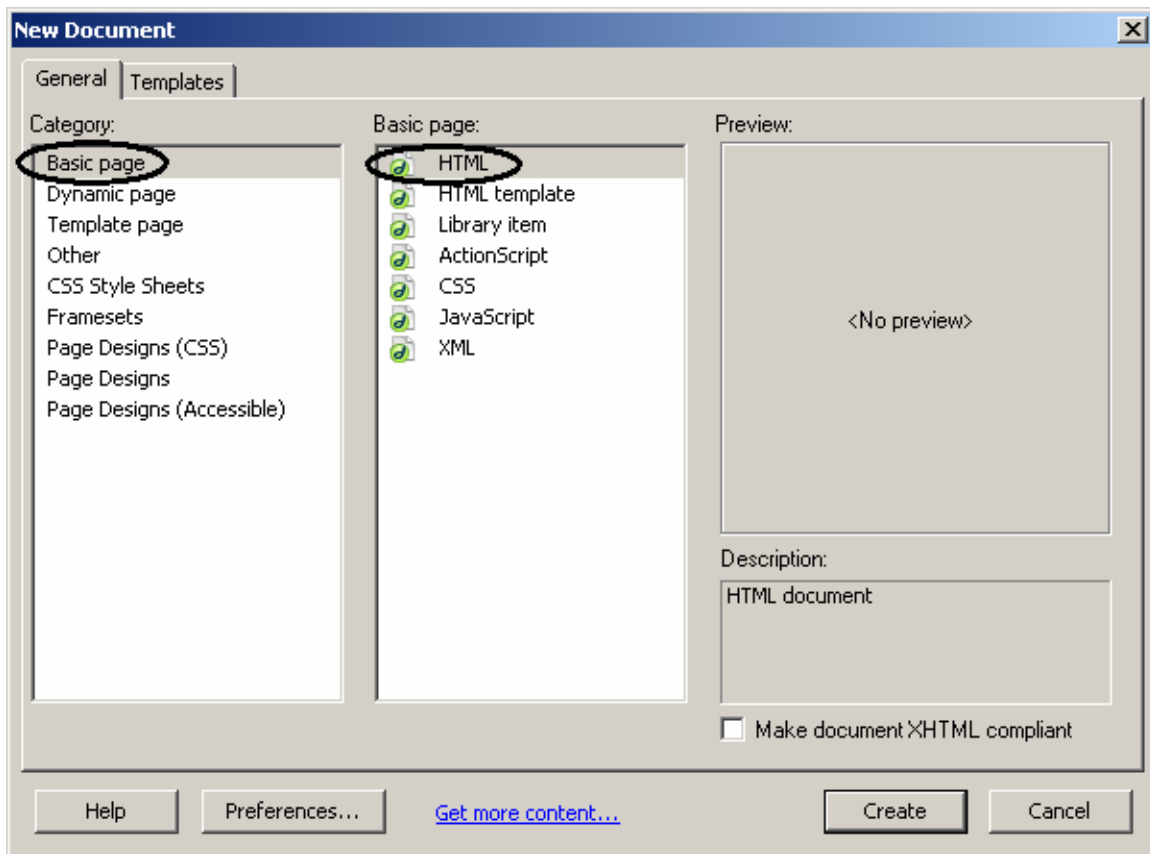
17. Select the “Do not enable check in and check out” radio button click the **Next** button.
18. In the Summary Screen Make sure all of your information is correct, and then click the **Done** button.
19. When you return to the **Manage Sites** window, click the **Done** button.

To see your site and all of the files that it contains, open the Files panel from the right side of the main Dreamweaver screen. You should be able to see all of your Sites in the left drop-down menu. The right drop-down menu allows you to toggle the local and remote views, as well as offering a few more advanced views.

## Creating a New Page

Once you have created a Site which links your local computer and your remote web server, you then need to create one or more web pages. The first step in doing this is to create a new page.

- 1) Click **File** → **New**.
- 2) From the **Category** column, make sure that **Basic page** is selected.
- 3) From the **Basic Page** column, make sure that **HTML** is selected.
- 4) Click the **Create** button. This should open a new blank HTML document.



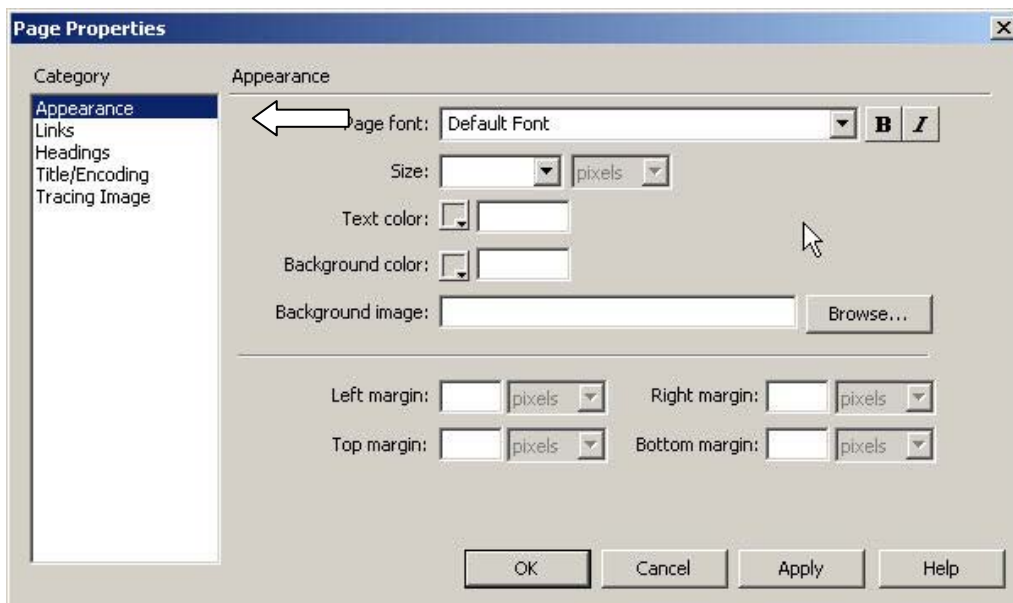
## Page Properties

### Background color

1. Click the **Page Properties** button on the extended Properties toolbar.



2. In the Page Properties dialog box, select **Appearance** in the **Category** list.



3. In the **Appearance** section, click the **Background color** button.
4. Select the color of your choice from the color palette.

\*NOTE: A good utility when choosing color schemes is located at <http://www.sessions.edu/ilu/>

### Default Text Settings

1. While still in the **Appearance** section of the Page Properties dialog box, make the selections of your choice from the **Page Font**, **Size**, and **Text color** options.
2. Click **OK**.

## Formatting Text

1. Select the text you want to format.
2. Make the formatting selections of your choice from the fields and buttons on the Properties toolbar (Format, Font, Size, Bold, etc.)

## Adding Graphics to the Web Page

### Downloading an Image

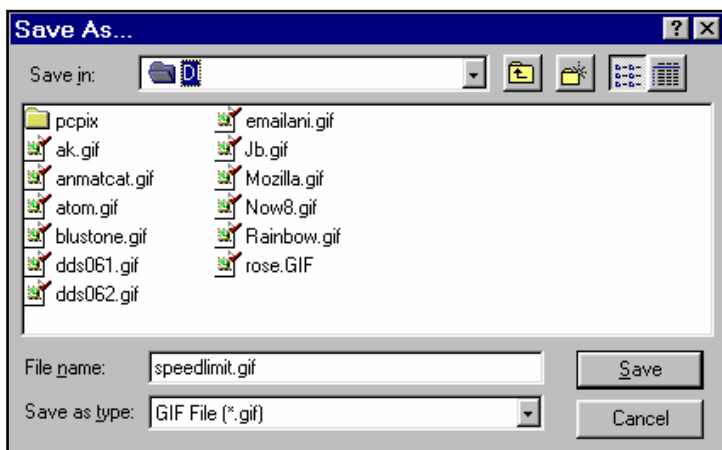
You can get pictures and other graphic images from a variety of locations---websites, scanned images, clipart files, etc.

To down load an image from a website:

1. Place the mouse pointer on the image and click the right mouse button. This menu will appear:



2. Left-click **Save Image As**.

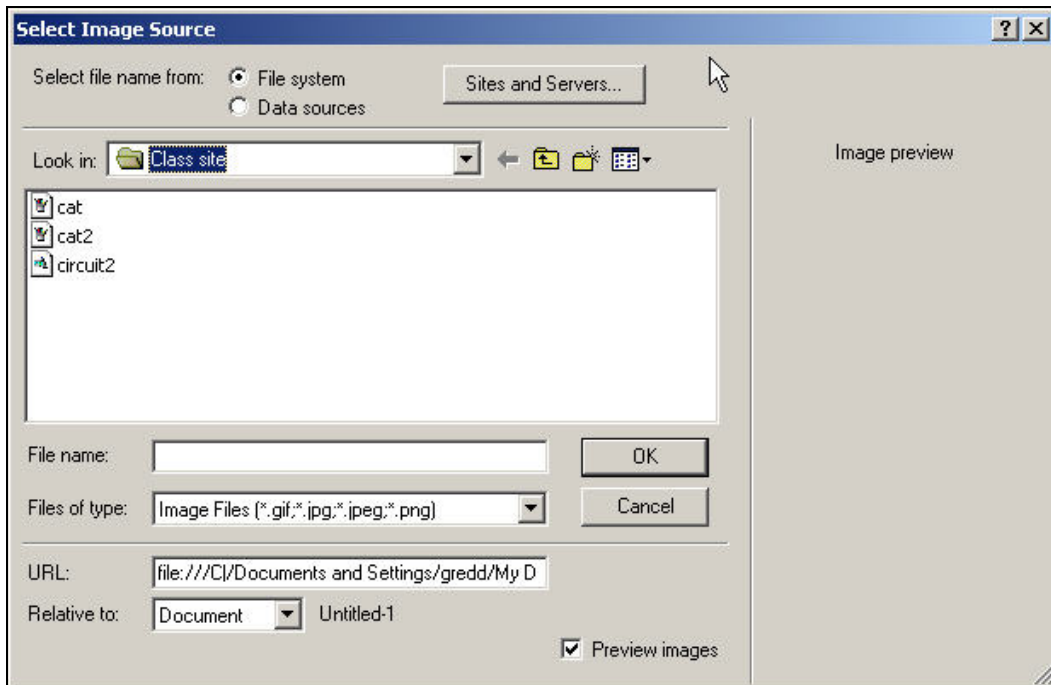


3. In the **Save As** dialog box, indicate where you want to save the image in the **Save in** area.

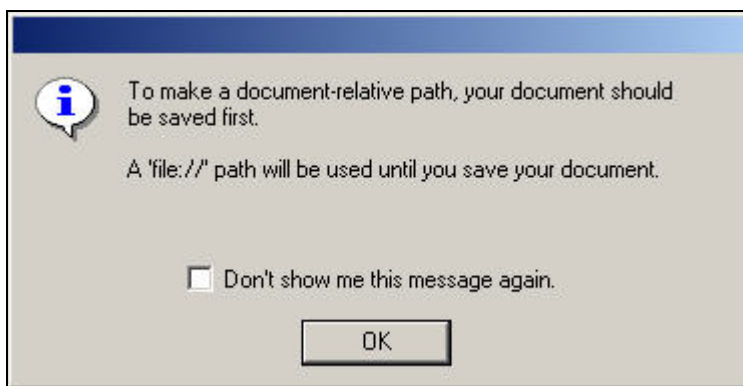
4. The name of the file will be displayed in the **File name** area. If you want, you can change the filename.
5. The type of file (GIF, JPEG, etc.) will be displayed in the **Save as type** area.
6. Click **Save**.

### Inserting an Image

1. Click **Insert**→**Image**.



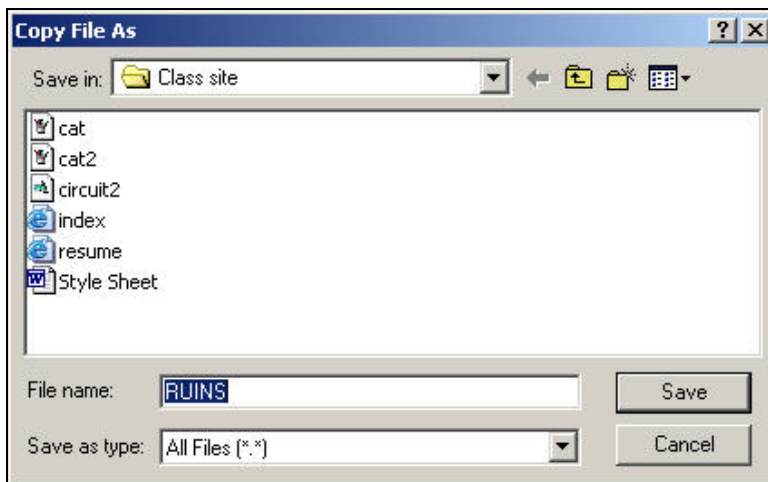
2. In the **Look in** field, navigate to the location of the image file and select the image.
3. Click **OK**. The following message will appear:



4. Click **OK**. The following message may appear:



5. Click **Yes**. This will make a copy of the image file to your Site folder. Also, the following dialog box will appear:



6. Click **Save**. The image is inserted into the page.

# Welcome To My Website



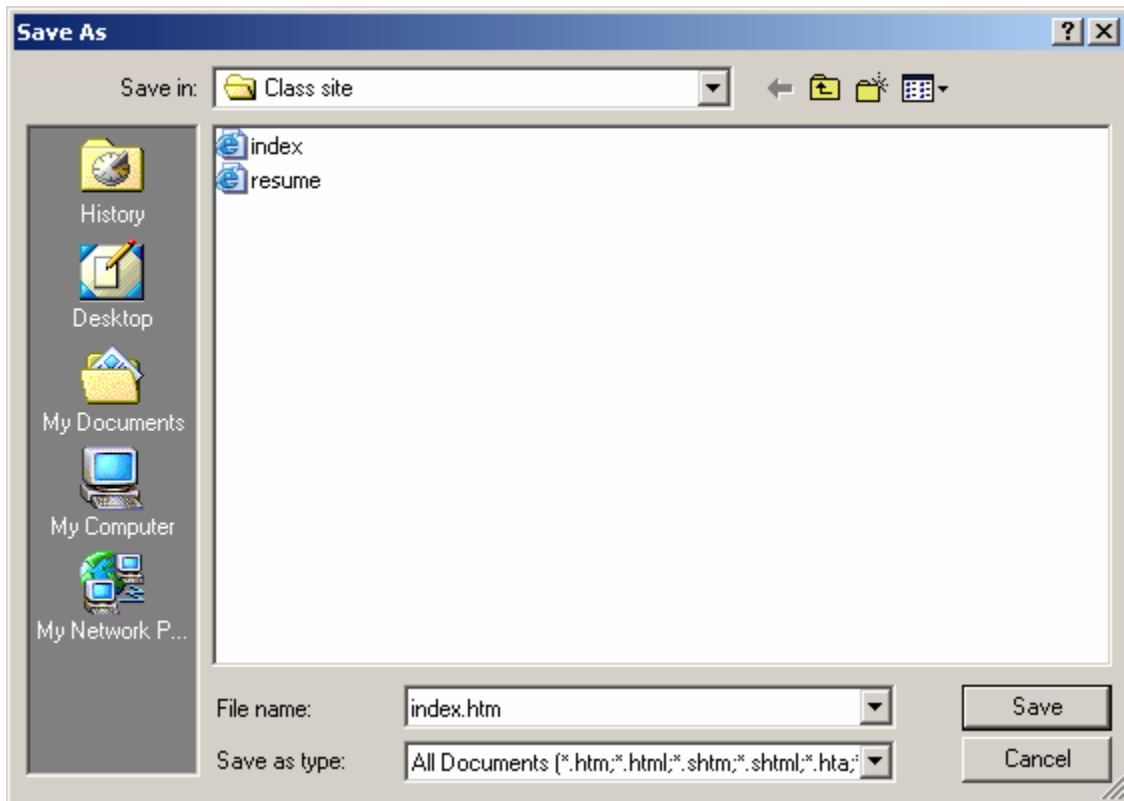
I

## Saving the Web Page

1. Click **File** → **Save**.
2. The **Save As** dialog box will appear.
3. In the **Save in** field, locate the drive and folder where you want to save the file.
4. Enter the name you want to give the file in the **File Name** field.

*NOTE:* For your Home Page (your main webpage, or the first page of a multi-page website) must be named “**index.htm**”. If you are making more than one webpage, then the others may be named anything that ends with “.htm”, but the first page must be called index.htm.

5. Click the **Save** button.




## Adding a link

A Hyperlink is a colored and underlined text or a graphic that you click to go to a file, web page, or an e-mail address. To insert a hyperlink to some other website:

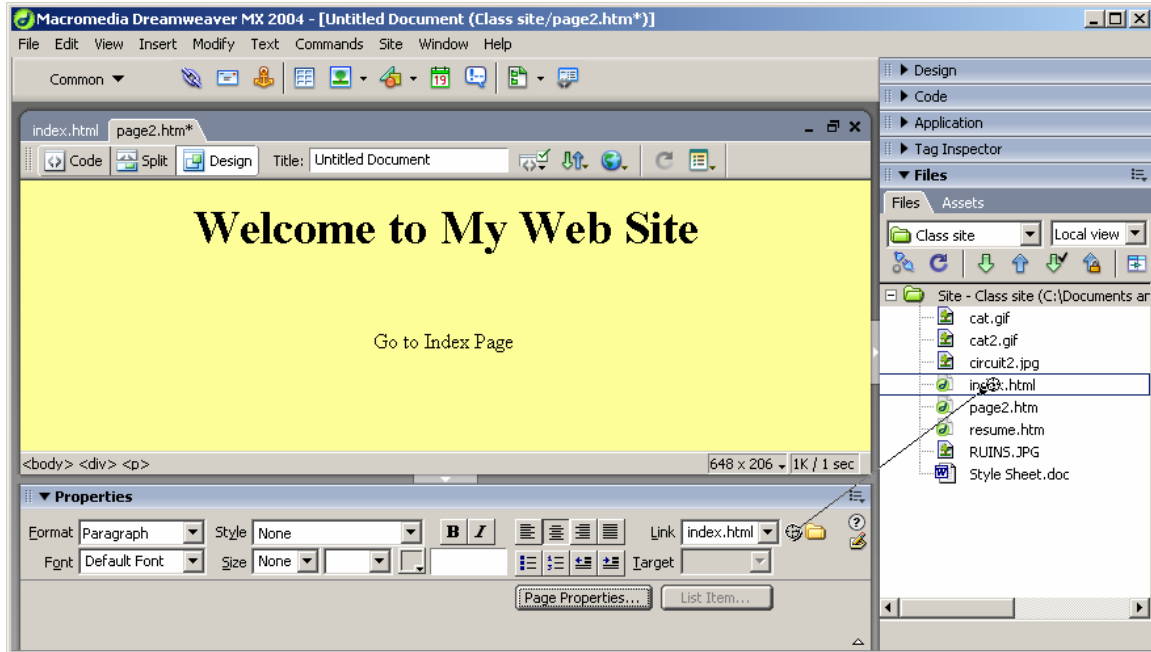
1. Type the text you want to make into a hyperlink on your webpage.
2. Select the text.




- **To link to a webpage:** In the **Properties Panel** click in the **Link** field and type the complete website address (e.g. <http://www.kennesaw.edu>). Note that this address must include the “http://” portion of the address.
  - **To link to a file:** In the **Properties Panel** click on the **Yellow Folder**  to access the **Select File** screen. Use this to locate the file that you wish to link to. After you’ve selected the file to link to, Dreamweaver will ask if you want to copy the file to your Site folder – answer **Yes** to this prompt.
  - **To link to an e-mail address:** Click in the **Link** field and preface the email address with “mailto:” (e.g. <mailto:alincoln@aol.com>)
3. Click outside of the **Link** field in order to complete the process.

## Linking to another web page

If you make multiple web pages on your own web site, Dreamweaver includes an easier way to make links between them.



1. Create both pages separately and save them in the same Site (e.g. index.htm and page2.htm).
2. Make sure that you have the **Files** panel open, so that you can see the files in your Site.
3. Highlight the text you want to make into a link to the other page (e.g. highlight text on page2.htm which you want to link to index.htm)
4. **Click and Hold** the **Target Link** Icon. 
5. **Drag** the **Target Link Arrow** to the name of the page that you want to link to, and let go of your mouse button.
6. The system will create the link and show the file address in the **Link** field.

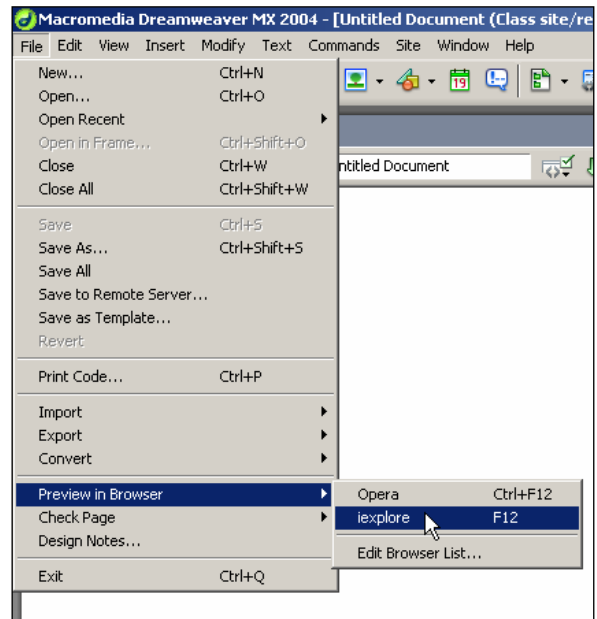
*NOTE:* When you make a link to another page in your own web site like this, it only puts in the name of the file, and leaves out the “http://www.address.com” portion of the address.

## Previewing

Before you actually put your files on the Internet for everyone to see, you might want to see what your page looks like in a web browser to make sure that nothing looks different than you were expecting.

Dreamweaver makes previewing your pages simple:

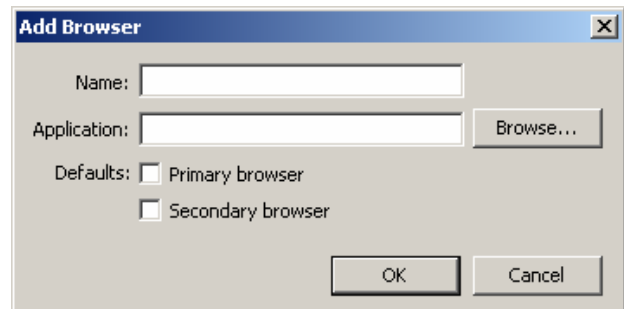
1. Make sure that the page you want to preview is the one that is on the screen.
2. Click on the menu bar: **File** → **Preview in Browser** → **iexplore**
3. This then opens your page in Internet Explorer.



## Adding a Browser


However, if you have some other web browser (Netscape, Mozilla, Opera, etc) that you want to preview your page in that isn't on the **Preview in Browser** list, you first have to tell Dreamweaver how to open that program. To do this, you must:

1. Choose the **Edit Browser List...** option from the **Preview in Browser** list. This opens the **Preferences** window to the **Preview in Browser** category, as shown to the right.
2. To add a new browser to the list, click the + button near the top of the screen. This opens the **Add Browser** screen as shown above.
3. In the **Name** field, enter a name which describes the browser that you are adding.
4. Then click the **Browse** button to the right of the **Application** field.
5. From the **Select Browser** window, navigate to the executable file for the browser (the file which opens the browser). This file is usually found in a folder inside the **C:/Program Files** folder. When finished, click OK.



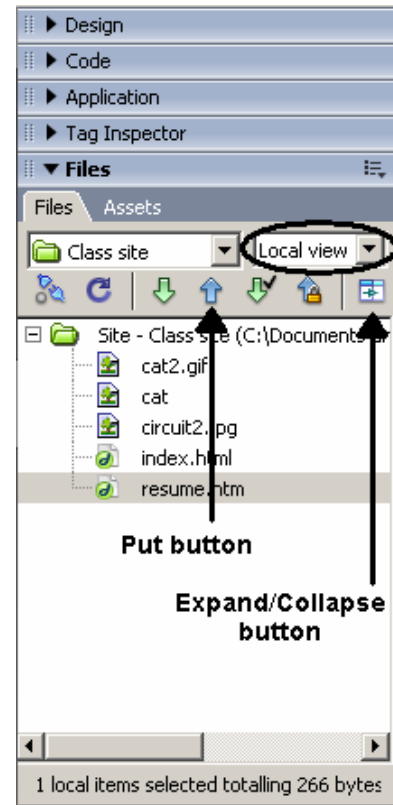
## Publishing

When your website is at a point that you want to put it on the Internet, it is time to publish your website. Since all of your files are already grouped together in your Site in the Files section of the toolbar to the right, all you have to do is:

1. Click and select the topmost folder of your Site.
2. Click the **Put** button  from the **Files** tab.
3. If you have any unsaved work, Dreamweaver will prompt you to save. Choose **Yes** to save your work.
4. If asked whether to “Include dependent files?” choose **Yes**. This insures that any files that you linked to are included when you send your files to your website.

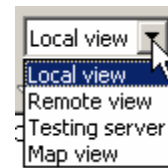
After these steps are completed, your site will have been uploaded to your web space.

**\*NOTE:** You must set up your Site as detailed on pages 5 and 6 before you can publish.

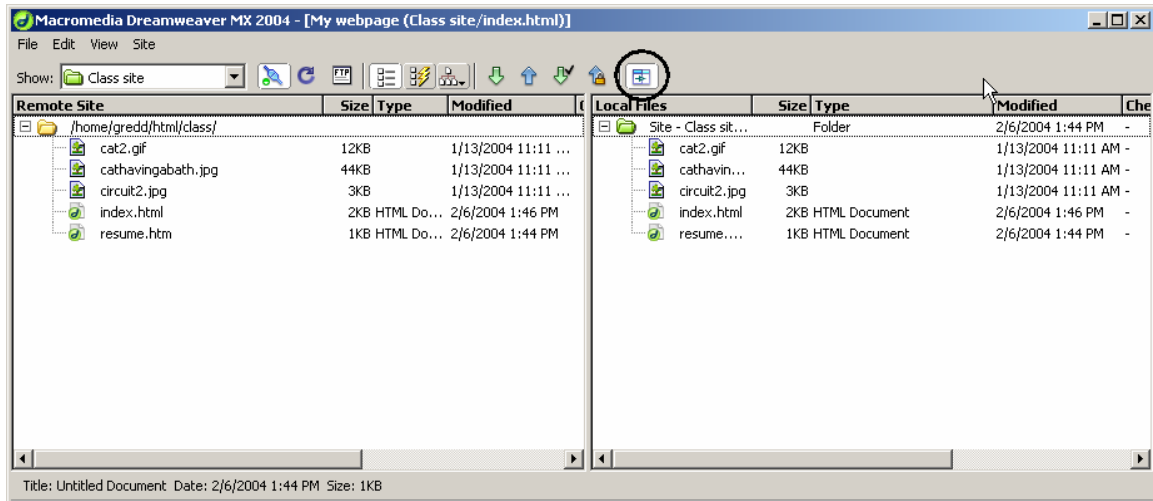



## Local vs. Remote view

Because of the way that web publishing is done, you end up with copies of your web page in two locations: on your local machine, and on the Internet server which hosts your page. In order to toggle between these two views, click on the drop-down box which at first reads **Local view**. The different options we have here are:



- **Local view:** Shows the copies of the files for your website which are located on your local machine.
- **Remote view:** Shows the copies of the files for your website which are stored on the Internet server that is providing access to your site to users.
- **Testing server:** An advanced feature which would show the files which are being stored on a test server (We don't use this feature).
- **Map view:** Shows a visual representation of the interaction between the files that make up your website.



Many times, it is useful to see the files which are stored on both the local and the remote views, to compare and contrast. To toggle this view on or off, click the **Expand/Collapse** button  on the **Files** pane. On the expanded view, you see the **remote view** on the left side of the screen, and the **local view** on the right side.

\*Note: If there is any difference between the two sites, it could be because you have made changes to your site but haven't used the **Put** command to upload them yet, or because you have worked on a different website before, and that is what you see on the remote site.

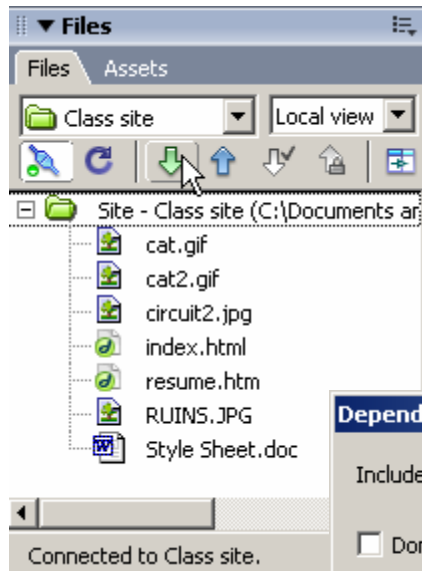
## Viewing Your Website


Your web page can be viewed on any web browser by entering the following address into the address bar:

<http://students.kennesaw.edu/~yournetID>

NOTE: "yournetID" is your username for the student email system, WebCT, etc.

## Reconnecting From Another Location



When you want to make changes to your website from another location, you first have to connect Dreamweaver to your existing site. Follow the instructions on pages 5 and 6 for **Defining a Site** to create a Site which is connected to your existing website. Then, on the **Files pane** click the **Get File(s)** button  to make a copy of your web site on your local computer. Once you have done this, you are prepared to make any changes/additions to your web site.

